



Municipal Center Room Reservation Application

Mail completed application & fee to:

City of Richfield

Attn: City Clerk

6700 Portland Avenue

Richfield, MN 55423

612-861-9700 | www.richfieldmn.gov

PLEASE MAKE CHECKS PAYABLE TO THE CITY OF RICHFIELD

Access to the Richfield Municipal Center facilities may be denied without this signed form on file. Payment of all rental fees are due upon City approval of application and prior to room use.

Violations of City Ordinances are misdemeanors and can result in revocation of permit or arrest. City of Richfield functions have priority over community activities and all permits shall be revocable by the City of Richfield.

The Richfield Municipal Center is open for business Monday through Friday, 8 a.m. to 4:30 p.m. (with the exception of holidays).

Conference rooms may be reserved for meetings on the following days and times:

-) Levels 1A & 1B users: Mondays through Thursdays, 7 a.m. to 9 p.m., Fridays, 8 a.m. to 4 p.m., Saturdays 8 a.m. to 12 p.m.
-) Levels 2, 3, and 4 users: Mondays through Thursdays, 5 p.m. to 9 p.m. and Saturdays 8 a.m. to 12 p.m.

If a conference room is needed for Saturdays, at least 14 days notice must be given and extra staff fees may be applicable.

Organization:

Person in charge/facility user:

Street address:

City:

State:

ZIP Code:

Phone:

Fax:

Email:

Activity/Purpose:

Dates:

Room use times (includes your setup and cleanup time):

Estimated attendance:

Start: _____ End: _____

ROOMS (SEE POLICY FOR ROOM SETUP DIAGRAMS AND USER LEVEL DESCRIPTIONS)

Bartholomew Room	Heredia Room	Fred Babcock Room	Service Kitchen
<input type="checkbox"/> Meeting (seats 34) <input type="checkbox"/> Training (seats 50) <input type="checkbox"/> Lecture (seats 60) <input type="checkbox"/> A/V equipment <small>(demonstration required)</small>	<input type="checkbox"/> Meeting (seats 22) <input type="checkbox"/> Training (seats 28) <input type="checkbox"/> Lecture (seats 48) <input type="checkbox"/> A/V equipment <small>(demonstration required)</small>	<input type="checkbox"/> Conference (seats 12) <input type="checkbox"/> A/V equipment <small>(demonstration required)</small>	<input type="checkbox"/> Additional fee <i>(Service kitchen only available in conjunction with rental of another room)</i>
Food served? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type? _____	Food served? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type? _____	Food is not allowed in the Fred Babcock Room	

PRICING

Room Rental/Service	Levels 1A & 1B	Level 2	Level 3	Level 4
Bartholomew Room (up to 4 hours)	No charge	\$75/hour (2 hour minimum)	\$100/hour (2 hour minimum)	\$500 (4 hour block)
Heredia Room (up to 4 hours)	No charge	\$65/hour (2 hour minimum)	\$80/hour (2 hour minimum)	\$400 (4 hour block)
Fred Babcock Room (up to 4 hours)	No charge	\$65/hour (2 hour minimum)	\$80/hour (2 hour minimum)	Not available for rental
Damage Deposit	\$200 cashier's check for all rental groups with the exception of Levels 1A & 1B			
Service Kitchen	\$50 per use for all rental groups with the exception of Levels 1A & 1B			
Audio/Visual Use	\$50 per use for all rental groups with the exception of Levels 1A & 1B			
Staff Services (optional)	133% of staff person's salary/hour (minimum of 2 hours)			

A COPY OF THIS FORM MUST BE WITH FACILITY USER AND AVAILABLE UPON REQUEST

The Applicant agrees and understands that the use of this City property is conditioned upon compliance with all of the terms and regulations set forth in the Facility Use Regulations, the City's policies prohibiting sexual harassment, firearms, unlawful discrimination and smoking, as well as all other reasonable City rules and policies regulating the behavior of persons on City property. The Applicant agrees to require each of his or her agents, guests and employees to abide by these rules, regulations and policies while present on the property and understands that a violation thereof will result in the immediate termination of the activity or event without refund.

I have received, read and understood the policies, rules and regulations associated with renting a room at the City of Richfield's Municipal Center, hereinafter referred to as "City property". I agree to abide by these policies, rules and regulations. I may not use the City of Richfield's name in promoting my organization's or any specific company's products or services. In consideration for the use of City property for the event described above, _____, hereinafter referred to as "facility user," agrees to indemnify and hold harmless the City of Richfield and its officials, agents and employees from and against all claims, damages, losses, expenses or personal injury arising out of or resulting from the use of City property by the organization, including its employees, agents, volunteers and participants. This agreement includes any injuries or other claims that may result from the condition of the City property. I agree to pay in advance to the City of Richfield the agreed amount for rooms rented at the City property as specified herein. I also agree to assume full financial responsibility for any City of Richfield property that is lost, stolen, damaged or destroyed while renting facility space at the Municipal Center facilities.

Signature: _____

Date: _____

OFFICE USE ONLY

Room Rental Fee	\$	← (cashier's check only)
Damage Deposit	\$	
A/V Equipment Fee	\$	
Service Kitchen Fee	\$	
Staff Time Fee	\$	
TOTAL COST	\$	

☐ \$200 cashier's check for all rental groups with the exception of Levels 1A & 1B☐ Check for full rental fee☐ Requested Audio/Visual Demonstration☐ Touch panel ☐ Projector/Screen ☐ Laptop connection ☐ DVD Player ☐ Monitor ☐ Teleconference

Media Coordinator _____

Date _____

Environmental Health (if food is served) _____

Date _____

City Clerk _____

Date _____

Building Technician _____

Date _____

Building Maintenance: (after use of room)☐ Damage deposit may be returned☐ Deposit may be returned, less \$ _____, which will be retained for the following reasons:

Building Technician _____ Date _____

Applicant Initials _____